

Dairy Processing Facility Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas dairy processing facility. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful dairy processing facility in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDC)*	The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Office of the Secretary of State	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture, Dairy Inspection Program	Complete the Dairy Manufacturing Plant License Application. Visit the Dairy Inspection Program webpage for additional applications and required reports, if applicable. For more information, contact the Dairy Inspection Program at 785-564-6761.	Prior to opening, January 1 Renewal
	Department of Agriculture, Division of Water Resources (DWR)	Review the Kansas Water Law Basics and view a full listing of applications for permits , etc. depending on land and current water rights. Contact DWR at 785-564-6640.	Yearly report of water use, March 1st
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a dairy processing facility with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6681.	Annual service
	U.S. Food and Drug Administration (FDA)	Owners, operators, or agents in charge of facilities that manufacture/process, pack, or hold food for consumption in the United States, including dairy products, are required to register the facility with the FDA. Login and create an account to register a food facility .	Prior to starting
	Department of Health and Environment, Bureau of Water, Industrial Program Section	NPDES Industrial Stormwater Permit is required for the operation of the facility and must be obtained prior to the start of operation. In lieu of this permit, the operator can obtain a No Exposure Waiver if waiver requirements are met. Call 785-296-4347 for more information. NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities contact, 785-296-5549. Any on-site water pollution control system will have to be permitted. Permit has to be issued prior to the start of construction. If wastewater will be directed to a municipal water collection and treatment system for treatment and disposal, approval for use of the municipal system along with any permits need to be secured from the municipality. Contact 785-296-5547 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Water, Municipal Program Section	If the facility will employ an on-site wastewater treatment system rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at 785-296-5527 for construction and permitting requirements.	Prior to construction
	Department of Health and Environment, Bureau of Water, Public Water Supply & Geology Sections	If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to State/Federal drinking water requirements. Contact the KDHE Public Water Supply Section at 785-296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells, serving public water supplies. Contact the KDHE Geology Section at 785-296-5560 for more information.	Prior to construction

Dairy Processing Facility Licensing Guide

✓	Department	Description	Renewal
	Department of Health and Environment, Bureau of Waste Management	Facilities producing specialized organic waste may compost or apply this material to the land. Composting facilities less than one-half acre must register with KDHE, and facilities greater than one-half acre must obtain a permit . A permit must also be obtained to apply organic waste to land. For more information, review the KDHE Solid Waste webpage, or call 785-296-2751.	Prior to composting or land application
	Department of Health and Environment, Bureau of Air	A permit will be required if proposing to install equipment such as a fuel combustion device (e.g., boiler, engine, fuel burning unit). Must submit Notification of Construction form and appropriate Process/Equipment forms, and receive permit before commencing construction or installation of the equipment. For more information, review the KDHE Bureau of Air website or call 785-296-1570.	Prior to construction
	Department of Agriculture, Agricultural Marketing, Advocacy and Outreach*	<i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. Register the business for membership with <i>From the Land of Kansas</i> . For more information, visit From the Land of Kansas online, or call 785-564-6759.	Annual Renewal

Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502
Phone: (785) 564-6700
Email: ksag@kda.ks.gov
Website: <http://agriculture.ks.gov>

This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.
* Indicates that the information listed is merely a useful resource and not a requirement for operating the business

Updated 9/21/2015